



**District of Taylor  
Employment Opportunity**

**Facility Maintenance Technician  
(Full-Time Position)**

Reporting to the Parks and Facilities Manager, the Facility Maintenance Technician position works at the District Ice Centre performing ice plant supervision, as well as facility maintenance, and seasonal grounds keeping services across various locations within the District of Taylor. The position is responsible for the execution and supervision of ice and ice plant maintenance and monitoring, janitorial tasks, lawn and grounds care and other related miscellaneous duties.

\*The applicant should have:

- Grade 12 Diploma or equivalent
- Class 5 BC Driver's License
- Clear Driving Abstract and Criminal Record check
- Ice Facility Operator Certificate
- Pool Operator Level 1 Certificate
- Occupational First Aid Level 1 Certificate
- Playspace Safety Certificate
- 1 year of experience in Facility Maintenance, particularly ice plants would be an asset

\*Other combinations of education and experience will be considered

Due to the nature of the service offerings (ice rink, pool maintenance, etc.), and reflective of recreation programs and/or services, this position is required to work various shifts including evening, weekends, and some Statutory Holidays. On call rotational coverage is also requirement to deal with off hour emergencies. For the complete job description and more information about Taylor, BC, please visit [www.districtoftaylor.com](http://www.districtoftaylor.com).

The position is full time at 40 hours per week. The compensation range is \$28.30 - \$38.85 per hour and is supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience.

With your resume, please provide your references, current driver's abstract, copies of all certificates, and a cover letter that articulates how you meet the qualifications provided in the job description. **Submissions will be received until the position is filled.**

Please address your application to:

Lisa Ford

Deputy Corporate Officer

Box 300

Taylor, BC V0C 2K0

Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

Fax: (250) 789-3543

*While the District appreciates all applicants, only those short-listed will be contacted.*



# DISTRICT OF TAYLOR

## Facility Maintenance Technician

### Job Description

**Title:** Facility Maintenance Technician

**Date:** June 17, 2022

**Department:** Parks and Facilities

**Job Category:** Trades/Technical

**Reports To:** Manager, Parks and Facilities

**Position Number:**

**Interacts With:** Parks and Facilities staff,  
Community Services staff Public Works Staff,  
and public

**Grade Assignment:** 7

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#### **General Summary:**

This position performs facility maintenance and seasonal grounds keeping services across various locations within the District of Taylor. The position is responsible for supporting the Parks and Facilities team in the execution of District Ice Centre ice and ice plant maintenance, facility janitorial tasks, lawn and grounds care and other related miscellaneous duties.

#### **Primary Duties and Responsibilities:**

##### **General**

- Presents and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

##### **Facility Maintenance**

- Maintains the cleanliness of the recreational facilities assigned (including, but not limited to, janitorial duties, garbage collection, and other non-routine activities)
- Performs minor repairs to the buildings and equipment (including but limited to, plumbing, carpentry, electrical and painting)

- Assists with the installation of the ice and ongoing maintenance of the ice surface
- Assists with the maintenance of the pool filtration and chemistry systems
- Maintains the logbooks as required
- Ensures emergency procedures and protocols are known, understood, and properly activated when required
- Complies with the recreational departments safety programs to ensure that WCB and other legislative requirements are met
- Operates and maintains summer grass cutting equipment
- Monitors Refrigeration Plant and performs regular maintenance as scheduled and required
- Ensures regular maintenance and general safety of all playground equipment and associated facilities
- Performs lawn care and snow removal activities as necessary and required
- Acts as back-up Shift Engineer

### **Requirements and Qualifications:**

#### **Education and Experience:**

- Grade 12 diploma or equivalent
- Ice Facility Operator Certificate
- Pool Operator Level 1 Certificate
- Occupational First Aid Level 1 Certificate
- Playspace Safety Certificate
- 1 year experience in Facility Maintenance, particularly in ice plants
- Other combinations of education and experience may be considered

#### **Knowledge, Skills, and Abilities:**

- Capable of performing minor maintenance and repairs on heavy and light equipment used as part of daily operations
- Excellent knowledge of Technical Safety BC, BCRPA, WorkSafeBC requirements and other safety standards related to Parks and Facilities activities
- Ability to exercise sound judgement in the interpretation and applications of all related regulations, policies, and procedures
- Well developed verbal and written communication skills
- Ability to establish and maintain effective working relationships with employees, contractors, community groups, the general public and various other external contacts as required
- Excellent knowledge of the programs offered by the Community Services Department programs and can answer general inquiries as needed
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Good organizational and prioritizing skills
- Proficient computer skills with experience in MS Office products (Word, Excel)
- Previous janitorial experience
- Understanding of WHMIS principles
- Working knowledge of safe use in mixing and application of chemicals and other commercial cleaning products and supplies

- Strong attention to detail

**Other Requirements:**

- Completion of a Criminal Record Check
- Valid BC Driver's License
- Legally entitled to work in Canada

**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- Due to the nature of the service offerings (ice rink, pool maintenance, etc) and reflective of recreation programs and/or services, the schedule requires working various shifts including evening, weekends, and some Statutory Holidays.
- Acts in an "on-call" capacity on a rotational basis with other maintenance workers to deal with emergencies during off hours
- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual indoor and outdoor work in all weather conditions

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

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**Approval:**

*Ryan Galay, Director*  
 Name/Title of Community Services

*[Signature]*  
 Signature

*Aug 18, 2022*  
 Date

*Jana Green*  
 Name/Title  
 Chief Administrative Officer

*[Signature]*  
 Signature

*Aug 18, 2022*  
 Date